

ADMINISTRATIVE - INTERNAL USE ONLY

NOTICE NO.
LN 10-12

LN 10-12
SECURITY
22 July 1974

SECURITY VIOLATIONS

1. I am seriously concerned with the recent rash of security violations which have occurred in the Office of Logistics (OL). These violations are a result of the relaxation of good security practices and habits. This trend is not to be countenanced, and it is the responsibility of supervisors at all levels to assure that it does not continue.

2. Therefore, the following steps are to become effective immediately:

a. Prior to 31 July 1974, all OL employees will read Section 20 of [REDACTED] entitled "Security Check Procedures." Any questions concerning its interpretation or its application to particular locations or circumstances will be referred to the Security Staff (SS), OL. All personnel must fully understand their security responsibilities and the required procedures to carry out those responsibilities.

b. Security check procedures for all elements of OL will be formalized in writing and forwarded to OL/SS for review and comment not later than 2 August 1974.

c. The use of Form 109, Check List for Security Check Officers, is mandatory for all OL components. Completed Forms 109 will be forwarded to OL/SS for review as to completeness.

d. Any OL employee who becomes aware that a possible security violation has occurred will immediately notify his supervisor, who will in turn notify OL/SS on extension 2817 promptly. I have asked OL/SS to bring all such occurrences to my immediate attention.

e. Individuals charged with security violations will be required to conduct the afterhours security check for their component for 1 week. This requirement is in addition to the administrative action prescribed by [REDACTED]

3. Security is a command function and cannot be overemphasized. Security consciousness is also considered in the preparation of fitness

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reports and is a quality which is considered in assignments and advancements within our career service. Insuring the implementation of prescribed security procedures and provisions of such additional measures as are required for secure day-to-day operations are responsibilities of every supervisor in OL and must be incorporated into his role as an effective manager.

STATINTL


MICHAEL J. MALANICK
Director of Logistics

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D R A F T

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Who will in turn notify
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3. Security is a command function and cannot be overemphasized. Security consciousness is also considered in the preparation of fitness reports and is a quality which is considered in ~~the~~ assignments and advancements within our ~~Career Service~~. Insuring the implementation of prescribed security procedures and provisions of such additional measures as are required for secure day-to-day operations are responsibilities of every supervisor in the ^{OL} ~~Office~~ of Logistics and must be incorporated into his role as an effective manager.

Michael J. Malanick

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